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5 August 1952

MEMORANDUM FOR: Deputy Director (Plans)
Assistant Director, Research and Reports
Assistant Director, Scientific Intelligence
Assistant Director, Operations
Assistant Director, Collection & Dissemination
Director of Training
Chief, Technical Services Staff

SUBJECT: Proposed Charter of an Interdepartmental
Committee on Foreign Language Reference
Materials

The Office of Training has proposed that there be established an Interdepartmental Committee on Foreign Language Reference Materials. In accordance with the wish of that Office I am circulating the proposed terms of reference for your information and with the request that you send a representative to a meeting to be held in my office, Room 1128 H Building, next Monday, 11 August, at 2:30 P.M. for the purpose of determining the interests of the various offices in this matter and securing their advice with regard to this proposal.

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JAMES Q. REBER

Assistant Director
Intelligence Coordination

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PROPOSED CHARTER

OF AN

**INTERDEPARTMENTAL COMMITTEE ON
FOREIGN LANGUAGE REFERENCE MATERIALS**

MISSION

1. The mission of this committee is to identify, coordinate and meet governmental requirements for language reference materials needed for the exploitation of foreign language documents and for foreign language training.

DEFINITION

2. For the purpose of this charter, "language reference materials" include foreign language dictionaries, glossaries of military, scientific, technological, and other specialized terms pertinent to intelligence activities, and other related materials.

RESPONSIBILITIES

3. The responsibilities of the committee include:

a. the determination of governmental requirements for foreign language reference materials and the establishment of priorities for meeting them;

b. the assessment of the adequacy of available foreign language reference materials in the light of governmental requirements and priorities;

c. the evaluation of the facilities and capacities of governmental and non-governmental agencies and institutions to produce such materials;

d. the development of plans and projects for the production of the required materials;

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e. the exchange of information regarding contracts or agreements with governmental agencies and private institutions for the production of such materials and their maintenance on a current basis.

METHODS OF PROCEDURE

4. The committee may develop its own procedure including the establishment of working groups as may be required.

MEMBERSHIP

5. The permanent membership of this committee shall consist of an appropriate intelligence representative from each of the following: the Central Intelligence Agency (serving as chairman of the committee), the Joint Staff, the Army, the Navy, the Air Force, and the Department of State. Other agencies should be invited to participate as their interests require.

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